



HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

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Chief Administrative Officer

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SUBJECT: Council Testimony for Approval of Pay Plan Amendments

The Administration is seeking Council approval for updates to the Pay Plan for Fiscal Year 2024. As part of the legislative process, these updates have been approved by the Chief Administrative Officer for submission to the Council for action. Changes are primarily being made to update pay schedules.

Minor amendments also are being made to Pay Plan language to incorporate updates to ensure consistency with updated pay schedules and clarify existing references. Please note, recommended changes to some collective bargaining unit pay schedules are based the American Federation of State, County, and Municipal Employees (AFSCME) tentative agreements for which ratification is expected before the Council vote. The collective bargaining agreements reflect a one-year extension to the duration of contracts.

1. Changes to the Pay Schedules are as follows:

General Salary Schedule

- Remove schedule that was effective June 20, 2022.
- Remove schedule that was effective December 19, 2022.
- Add schedule effective July 1, 2023. The new schedule:
 - Reflects a 5% Cost-of-Living Adjustment (COLA), also sometimes referred to as an “across the board” (ATB) increase.
 - Adds two additional steps, Step 22 and Step 23, at the standard 3% increment for each step. These steps extend the top of the pay range for each grade.
 - Amends eligibility for performance-based increments so employees are eligible for consideration of step increments annually. Currently, employees who have attained Step 12 or above receive annual performance reviews, but must wait two years for performance-based step increments.
- Add schedule effective January 1, 2024. This schedule amends the July 1, 2023, updates by:
 - Adding a 3% COLA.
- Fiscal impact in FY24 is approximately \$7.9 million

OT Schedule: Union 1810, Office/Technical

- Remove schedule effective June 20, 2022.
- Remove schedule effective December 19, 2022.
- Add schedule effective July 1, 2023. The new schedule:
 - Reflects a 3% COLA.
 - Adds two additional steps, Step 22 and Step 23, at the standard 3% increment for each step. These steps extend the top of the pay range for each grade.
 - Amends eligibility for performance-based increments so employees are eligible for consideration of step increments annually. Currently employees who have attained Step 12 or above are reviewed annually, but must wait two years for performance-based step increments.
- Add schedule effective January 1, 2024. This schedule amends the July 1, 2023, updates by:
 - Adding a 3% COLA.
- Fiscal impact in FY24 is approximately: \$1.2 million.

Local 3888 OS Schedule: Operations Supervisors

- Remove schedule effective December 20, 2021.
- Remove schedule effective December 19, 2022.
- Add schedule effective July 1, 2023. The new schedule:
 - Reflects a 3% COLA.
 - Adds two additional steps, Step 21 and Step 22, at the standard 3% increment for each step. These steps extend the top of the pay range for each grade.
 - Amends eligibility for performance-based step increments so employees are eligible for consideration of step increments annually. Currently, employees who have attained Step 12 or above are reviewed annually, but must wait two years for performance-based step increments.
- Add schedule effective January 1, 2024. This schedule amends the July 1, 2023, updates by:
 - Adding a 3% COLA.
- Fiscal impact in FY24 is approximately \$302,000.

Local 3085, H Schedule: Skilled Trades

- Remove schedule effective December 20, 2021.
- Remove schedule effective December 19, 2022.
- Add schedule effective July 1, 2023. The new schedule:
 - Reflects a 3% COLA.
 - Adds two additional steps, Step 19 and Step 20, at the standard 3% increment for each step. These steps extend the top of the pay range for each grade.
 - Removes the 20-year longevity premium at the next anniversary date of affected individuals.
- Add schedule effective January 1, 2024. This schedule amends the July 1, 2023, updates by:
 - adding a 3% COLA.
- Fiscal impact in FY24 is approximately \$1.2 million.

Union 3080 C Schedule (Corrections)

- Remove schedule effective December 20, 2021.
- Remove schedule effective December 19, 2022.
- Add schedule effective July 1, 2023. The new schedule:
 - Reflects a 3% COLA.
 - Adds three additional steps, Step 18, Step 19, and Step 20, at the standard 3% increment for each step. These steps extend the top of the pay range for each grade.
- Add schedule effective January 1, 2024. This schedule amends the July 1, 2023, updates by:
 - Adding a 3% COLA.
- Fiscal impact in FY24 is approximately \$402,000.

Corrections Management

- Remove schedule effective December 20, 2021.
- Remove schedule effective December 19, 2022.
- Add schedule effective July 1, 2023. This schedule:
 - Reflects a 3% COLA.
 - The increment between Step 15 and Step 16 has been increased (from 1.5% to 3%) to reflect consistent steps increments.
- Add schedule effective January 1, 2024. This schedule amends the July 1, 2023, updates by:
 - Adding a 3% COLA.
- Fiscal impact in FY24 is approximately \$77,000.

Lodge 131: Fraternal Order of Police (CS) and (DS) (Sheriff)

- Remove schedule effective December 20, 2021.
- Add schedule effective January 1, 2024. This schedule reflects a 3% COLA.
- Fiscal impact was filed/reviewed as part of the earlier legislation adopting the collective bargaining agreement.

Recreational Licensed Childcare (RLC)

- Remove schedule effective June 20, 2022.
- Remove schedule effective December 19, 2022.
- Add schedule effective July 1, 2023. The new schedule:
 - Reflects a 5% COLA.
 - Adds two additional steps, Step 20 and Step 21, at the standard 3% increment for each step. These steps will extend the top of the pay range for each grade.
 - Amend eligibility for performance-based increments so employees are eligible for consideration of step increments annually. Currently, employees who have attained Step 12 or above are reviewed annually, but must wait two years for performance-based step increments.
- Add schedule effective January 1, 2024. This schedule amends the July 1, 2023, updates by:
 - Adding a 3% COLA.
- Fiscal impact in FY24 is approximately \$88,000.

Ensure Pay Plan contains only the most current pay schedules by removing obsolete pay schedules for the following groups:

EC Schedule: Emergency Communications Supervisors

- Remove schedule effective December 20, 2021.
- Continue currently existing pay schedule.

Union 107 Dispatcher's Schedule: Dispatchers

- Remove schedule effective June 20, 2022.
- Continue currently existing pay schedule.

Lodge 21, P Schedule: Police Officer's Association

- Remove schedule effective December 20, 2021.
- Continue currently existing pay schedule.

Lodge 143, PS Schedule: Police Supervisor's Alliance

- Remove schedule effective December 20, 2021.
- Continue currently existing pay schedule.

Police Management (PM) Schedule

- Remove schedule effective December 20, 2021.
- Continue currently existing pay schedule.

Local 2000, International Association of Firefighters: F Schedule

- Remove schedule effective December 20, 2021.
- Continue currently existing pay schedule.

Fire Management (FM) Schedule

- Remove schedule effective December 20, 2021.
- Continue currently existing pay schedule.

II. Revisions to Pay Plan Language

- Minor clarifications have been made to the Pay Plan to clarify acronyms, ensure all covered schedules were properly identified, and correct spelling errors.
- **Page 1 of Pay Plan:**
 - Added the words “and Recreational Licensed Childcare (RLC) Schedule” under “Salary Schedules” as it was missing from the list of existing pay schedules. *(Please note, the schedule had already been in the Pay Plan but had not been noted in the introduction.)*
 - Added the following explanation on the application of step increments:
“Unless stated otherwise in the relevant pay schedule, employees are eligible for a step increment on an annual basis, subject to satisfactory performance and conditions of the pay plan and anniversary date. In the event that there is a conflict with language contained in a collective bargaining agreement, the agreement shall prevail.”
- **Under Section Titled “Implementing the Pay Plan” subsection, Step Increment (Eligibility):**
 - (b)(2): Amended language ensures consistency with adopted Pay Schedules outlined in Section I of this memo.
 - (b)(3): Language was removed to ensure consistency with relevant changes in intervals for step increase eligibility.
 - (b)(5): Clarifying language was added to ensure proper reference to collective bargaining representation.